

Parent to Parent of SW MI

Job Title: NICU Parent Liaison

Hours: 20 hours/week

Job Summary

The NICU Parent Liaison will provide support, education, and training to parents/families of children in the NICU at Bronson Methodist Hospital. The connection will empower, grow confidence, and help develop skills that will enable the caregiver to help the child improve daily functioning.

The NICU Parent Liaison will work with the Family Support Coordinator to assist in coordination of programs, services, and activities; supporting parents/families of children with disabilities and special needs utilizing the Parent to Parent Support Model. The NICU Parent Liaison will also help to enhance public awareness of Parent to Parent of SW MI and its programs and services.

Primary Responsibilities

- Provide direct family support services and connections to community resources for families of children in Bronson Methodist Hospital's NICU
- Maintains an office at Bronson Hospital and Parent to Parent of SW MI
- Responsible for identifying and recruiting Parent Mentors who have NICU experience
- Evaluate results of and consults with the Family Support Coordinator on needs, changes or improvements to be made to NICU program.
- Handles calls for intakes, parent mentor matches, referrals and information which originate in Southwest Michigan
- Responsible for tracking and reporting monthly on the number of intakes, referrals, and request for information
- Assist Family Support Coordinator to offer support group services or trainings, as participants are identified.
- Develop and maintain positive relationships with parents/family members of P2P, P2P's Board of Directors, Executive Director, staff, donors, and volunteers.
- Perform other duties as requested by the Family Support Coordinator and Executive Director

Skills and Qualifications

- Must be a parent/caregiver of a child who spent time in the NICU
- Must possess a high school diploma or GED, and at least 18 years of age
- Provide own transportation and proof of insurance
- Ability to conceptualize, plan, organize and manage multiple tasks
- Strong communication and organizational skills.
- Demonstrates initiative, judgment to perform independently, and leadership skills
- Proficient computer skills
- Strong interpersonal skills and ability to interact with a diverse population.
- Must be able to work some evenings and weekends

Preference may be given to applicants with: Higher Education; Experience in Family Support; Mentoring; Training; Home Visiting; Advocacy; Disabilities/Special Needs; and Mental Health Services.

Please submit cover letter and resume to Jill Angell at jill@p2pswmi.org by Thursday March 31st, 2015